

## APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES  
OFFICE OF ADMINISTRATIVE SERVICES  
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

<b>DHR</b>		<b>1. GEORGIA DEPARTMENT OF HUMAN RESOURCES</b>		<b>ARCHIVES AND HISTORY</b>	
Application Date <b>10/26/82</b>		<b>Division of Rehabilitation Services Facilities Services Section Business Enterprise Unit 47 Trinity Ave. S.W. Atlanta, Ga. 30334</b>		Application Number <b>82-608</b>	
Application Number <b>82-58</b>				Date Received <b>NOV 1 1982</b>   Date Completed <b>JAN 19 1983</b>	
2. Person to Contact <b>Nancy Shell</b> <b>James Camp</b>		Working Title <b>Secretary</b> <b>Unit Chief</b>		Telephone Number <b>656-2480</b>	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest <b>Dec. 1977</b>   Latest <b>continuing</b>		5. Records Series Title (followed by title used in office; if different) <b>Vending Facility Application and Permit File</b>			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <b>The Division of Rehabilitation Services is responsible for supervising and directing the the programs in the State which are designed for training the non-productive members of society to become productive members of society, with emphasis on serving the severely disabled on a priority basis.</b> <b>The Facilities Section has the responsibility for supervising and directing activities of the State-wide rehabilitation facilities located throughout Georgia.</b> <b>The Business Enterprise Unit is responsible for the establishment, evaluation, and supervision of business enterprises for the blind, and other severely handicapped individuals, in the State. This includes providing business opportunities for the blind, and other severely handicapped, by evaluation of business locations, providing opportunities for a vending stand, purchases of equipment and merchandise, and providing continuous supervision of the severely handicapped employees until the vending stand is closed permanently.</b>					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. <b>Documents relating to: maintaining a record of Vending Facility Application and Permits</b> Included are: <b>Application and Permit For the Establishment of a Vending Facility on Federal Property, attachments and floor plan; Vending Facility Information Sheet; Vending Facility License (copy); and related correspondence.</b>					
File is arranged: <b>Numerically by Vending Facility Number</b>					
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
9. Annual Rate of Accumulation or Records Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify) \_\_\_\_\_

Upon termination of operation of Vending Facility, remove from active file and place in in-active file; Cut-off inactive file at the end of each calendar year; hold in current files area 1 year; then transfer to the State Records Center; hold 2 years; then destroy.

Application and Fee for the Establishment of a Vending Facility on Federal Property, Accessories and First Plan; Vending Facility Information Sheet; and Vending Facility License (copy); and related correspondence.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>James J. Camp</i>	10-18-82	<i>Paul V. Murphy</i>	10/25/82
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		<i>Norman Smith</i>	12-29-82
		<i>Edward Weldon</i>	12/22/82
		<i>Thurston</i>	1-12-83